



COUNTY OF SAN DIEGO

DEPARTMENT OF PLANNING AND LAND USE: Zoning

TENTATIVE MAPS FOR MAJOR SUBDIVISIONS

APPLICANT'S GUIDE

Requirements for processing Tentative Maps for Major Subdivisions are based on the County Code (Title 8, Division 1, known as the Subdivision Ordinance), Planning Commission Policy S-1, and procedures of the County Departments of Planning and Land Use, Public Works and Environmental Health.

Application requirements for processing a proposed Tentative Map are listed and described on the attached Applicant Check List (DPLU #372). The Check List should be used to verify that an application is complete before it is submitted to the County. If the application is not complete, it may not be accepted for processing.

Pre-application conferences are available to assist the public. An hourly fee is charged, check with the Zoning Counter for the current rates. Pre-application conference is required for a Tentative Map (for projects that will be heard by the Planning Commission or Board of Supervisors). Major Pre-Apps consist of a more detailed review and are intended to identify and resolve major issues that may affect project design and processing for large and/or complex projects. (Typical costs range from \$5,000.00 - \$10,000 or more). Contact the Zoning Counter for submittal requirements.

When an application is ready for filing, the applicant must call (858) 694-2262 to set up an appointment to submit the application. The appointment system has proven to be very helpful in eliminating the need for an applicant to wait in line at the counter while other people are being helped.

Information concerning Replacement Maps, Revised Tentative Maps, Expired Tentative Maps and Time Extensions can be obtained from the Zoning Counter in person or by phone (858) 694-2262.

TENTATIVE MAPS FOR SUBDIVISION – APPLICANT CHECK LIST

NOTE TO THE PUBLIC: Please use this checklist to determine whether your application is complete before you bring it in for filing. If your application is not complete or is affected by a County moratorium, it may not be accepted for processing. You will save yourself time and money if you make use of this checklist in preparing your Tentative Map submittal. Please be aware that filing requirements are subject to change.

PART I: MORATORIA

The County Code prohibits acceptance of Tentative Maps for projects located in moratorium areas. Call Zoning/Subdivision Information (858) 694-2262 to determine whether it can be accepted for processing.



DPLU-372 (03/10)

PART II: FEES AND DEPOSITS

All required fees and deposits must be paid on submittal of application. Checks are made payable to the "County of San Diego." Two party checks are not acceptable.

NOTE: FEES ARE SUBJECT TO CHANGE. PLEASE CONSULT THE DEPARTMENT OF PLANNING AND LAND USE FOR CURRENT FEES.

PART III: DOCUMENTS

You must include the following documents with your submittal at the time you file your Tentative Map application:

- ☐ **Discretionary Permit Application Form** (DPLU #346). Complete the front of this form. The back will be completed at time of submittal.
- ☐ **Environmental Documents.** (See Sec. 81.302 of County Code of Regulatory Ordinances.)
 - ☐ Four (4) completed copies of DPLU #367, Application for Environmental Initial Study (AEIS), USGS map with site marked and photos with directions marked.
 - OR**
 - ☐ For application covered by a previous environmental document, submit four (4) copies of Environmental Review Update Application Form 366 and one (1) copy of original AEIS.
 - OR**
 - ☐ If the Tentative Map is a division of existing multiple family units into condominiums, it is categorically exempt from environmental review procedures pursuant to Section 15101 Class 1 (K) of the State Guidelines for implementation of the California Environmental Quality Act.
- ☐ **Slope Analysis.** Every Slope Analysis must be signed by a registered civil engineer, licensed land surveyor, architect or landscape architect. Refer to DPLU #151 and #374 for further information.
- ☐ **Resource Protection Ordinance.** A Resource Protection Ordinance Study is required to determine if sensitive lands are located on the property and whether the Resource Protection Regulations should be applied. Please refer to DPLU #374 and #394 for additional information.
- ☐ **Preliminary Drainage Study.** Please contact the Department of Public Works, Land Development Division, at (858) 694-3810 for further information about this requirement.
- ☐ **Evidence of Legal Parcel.** (DPLU #320) See Policy G-3. Top half must be completed and signed.
- ☐ **Preliminary Title Report.** All applications must include two (2) copies of the Preliminary Title Report not more than six months old.
- ☐ **Disclosure Statement.** (DPLU #305) Must be completed, signed and dated.

- ☐ **Associated requests** for Rezones, Major Use Permits, Variances, Boundary Adjustments, Specific Plans, etc. being filed concurrently

(Planned Development Projects must be filed concurrently. Projects in the I-15 corridor and new condos with a 'B' designator must submit site plans concurrently.)

- ☐ **School Service Letter(s).** (DPLU #399SC) Must be completed and signed by each school district (Elementary, Junior High and High School).
- ☐ **Sewer Service Letter.** (DPLU #399S) Must be completed and signed by the district or public agency which would provide sewer service for the project. (If applicable)
- ☐ **Water Service Letter.** (DPLU #399W) Must be completed and signed by the district or public agency which would provide water service for the project. (If applicable)
- ☐ **Fire Protection Service Letter.** (DPLU #399F) Must be completed and signed by the district or public agency which would provide fire protection service for the project.
- ☐ **Public Notice.** (DPLU #514, #515, #516, #524) This Department must notify all property owners within 300 feet of the land division and a minimum of 20 different property owners (Board Policy I-49). In order to complete the notification, the following must be submitted with the application (refer to DPLU #516 for detailed instructions):
- ☐ a. Separate sheets (11" x 17") of the San Diego County Assessor's Map(s) showing the entire property outlined in red with a green line encircling the property at a distance of 300 feet from the property line. Each parcel lying wholly or in part within the 300 feet shall have its number highlighted in yellow. Assessor's maps must be 11" x 17" (full size) at true scale **and not reduced**.
 - ☐ b. Typed list of all affected property owners (parcels highlighted in yellow above) by Assessor's Parcel Number with name and address. Minimum of 20 different property owners. (The addresses must be of the property owner and not the lessee or renter.)
 - ☐ c. One set of stamped and addressed (typed) plain (no letterhead) envelopes 4¼" x 9½" "business" size) for each property owner on the list. If a property owner has several parcels you need only submit one envelope. No enclosed business cards are allowed. The Department of Planning and Land Use will provide the return address at intake.
- ☐ **Completed Public Notice Certification.** (DPLU #514) This form, signed by the applicant, certifies that the names and addresses submitted with the Public Notice Package are from the latest adopted San Diego tax roll. You should be aware that if any of this information is incorrect, the processing may be delayed.
- ☐ **Supplemental Public Notice.** Board Policy I-49, Items 2 and 3, pertains to notification of apartment building and mobilehome park residents. Comply with the requirements listed in the Supplemental Public Notice Procedure (DPLU #298) and submit a completed Supplemental Public Notice Certification (DPLU #299).

- ☐ **Vicinity Map and Project Summary.** DPLU #524 must be completed and a vicinity map prepared according to the instruction form.
- ☐ **Condominium Conversions, additional requirements.** (See Sect. 66427.1 of the State Subdivision Map Act.) Refer to DPLU #312 for further information.
 - ☐ a. Signed affidavit that notice requirements have been met.
 - ☐ b. One set of stamped and addressed envelopes for each apartment unit.
 - ☐ c. Typed list of current tenants by name, address and unit number.
- ☐ **Acknowledgement of Filing Fees and Deposits** (DPLU #126)
Applicant should sign the back half of the application to acknowledge that there may be additional deposits required after the initial deposit. This assists the County in seeking full recovery of the processing costs (Board of Supervisors Policy B-29).
- ☐ **Stormwater Management Plan.** Two (2) copies of a Stormwater Management Plan. (Refer to Stormwater Management Plan Requirements handout for further information.)
- ☐ **Preliminary Grading Plan.** Five (5) copies of a Preliminary Grading Plan must be filed with each Tentative Map showing graded building site elevations and grading proposed for the creation of feasible building sites on each lot together with driveway access thereto and for construction or installation of improvements.
 - ☐ The Preliminary Grading Plan must be on a separate sheet and cannot be incorporated into the TM for the project.

PART IV: MAP

The Tentative Map will not be accepted for processing if the map does not meet the following requirements:

- ☐ **Legible Drawings.** The map must be legible. Faded prints which are difficult to read or not possible to reproduce are not acceptable.
- ☐ **Sheet Size.** No larger than 36" x 48".
- ☐ **Copies of Map.** see coversheet of application; The Director may require additional prints. All black or blue line prints must be folded to a size not to exceed 8½" x 11", with the lower right hand corner exposed.
- ☐ **Title Block.** Map must be lettered at the top with the words "County of San Diego Tract" followed by a blank space at least three inches long and one inch high into which the Tentative Map number will be stamped by DPLU.
- ☐ **Area to be defined.** The area covered by the Tentative Map must show metes and bounds description, encompassing the lot of final map or parcel map, as applicable.
- ☐ **North point.** Map must show arrow pointing north.

- ☐ **Scale.** 1" x 100' or larger scale.
- ☐ **Vicinity Map.** Map must contain a small vicinity map clearly showing the location of the site, the nearest intersection to the site (name of streets), and the distance to the site from the intersection.
- ☐ **Assessor's Book, Page and Parcel Number.**
- ☐ **Tax Rate Area.** Obtained from the County Tax Assessor's Office.
- ☐ **Legal description.** Sufficient legal description of the land to define the boundaries of the proposed tract.
- ☐ **Property owner(s)** name, address, telephone number and signature(s).
- ☐ **Subdivider(s)** name, address, telephone number and signature(s).
- ☐ **Name, address, telephone number and signature** of the person who prepared the Tentative Map and, if prepared by a registered civil engineer or a licensed surveyor, their registration number.
- ☐ **Acreage and lots.** Total gross and net acreage for the subdivision as a statement on the map.
 - ☐ a. Gross and net acreage for each lot.
 - ☐ b. Total number of lots proposed.
 - ☐ c. Minimum lot size being created.
- ☐ **Zoning.** Existing and proposed zoning. (Zoning box with all designators.) Zone boundaries must be shown on the Tentative Map if more than one zone applies.
- ☐ **General Plan Regional Category.** Designations are shown on the Regional Land Use Element Map.
- ☐ **General Plan Land Use Designation.** Land use designations are shown on the applicable Community or Subregional Plan Map. If it is a Specific Plan, state the land use designation(s) of the Specific Plan and name the plan area. If it is more than one plan or zone category, categories should be delineated.
- ☐ **Community Plan or Subregional Plan.** Areas are shown on Regional Land Use Element Map or Community Plan Map.
- ☐ **General Plan Slope Analysis Table** (if applicable). Table showing average slope for each parcel of the map if the Tentative Map is located in an area within any of the following land use designations: Urban Residential #1, Estate Residential #17, Multiple Rural Use #18, Intensive Agriculture #19, National Forest and State Parks #23 and Impact Sensitive #24. Refer to Form DPLU #151 and DPLU #374 for further information.

- ☐ **Special Assessment Act Statement.** A statement by the subdivider as to whether a request will be made to the Board of Supervisors for permission to initiate proceedings under a special assessment act for construction of any of the subdivision improvements. If such a request will be made, designate the improvements proposed for construction.
- ☐ **Park Land Dedication Statement.** A statement indicating how the subdivider intends to comply with the Park Land Dedication Ordinance.
- ☐ **Street Lights.** Location of all street lights proposed to be installed within the subdivision, or a statement indicating the intent of the developer to comply with the requirements specified in the County standards.
- ☐ **Vesting Tentative Map.** A Vesting Tentative Parcel Map (Sec. 81.1201 et seq.) shall have printed conspicuously across its face the words "Vesting Tentative Map" (Government Code Section 66452(b)). A Vesting Tentative Map also requires the filing of a complete Site Plan at the same time (Sec. 81.1203b).
- ☐ **Condominium Map Statement** (if applicable). Statement to read:
 "This is a map of a condominium project as defined in Section 1350 of the State of California Civil Codes, the maximum number of dwelling units is _____."
- ☐ **Condominium conversions and new condominium projects, additional requirements.** Show building footprint(s) with labeling of all structures, walkways, recreational facilities, driveways, parking places and trash areas. Indicate by table, the number of dwelling units by number of bedrooms (e.g., 4 studios, 6 one-bedroom, 6 two-bedroom). Number all condominium units in consecutive order.
- ☐ **Solar Access Statement.** A note must be placed on the Tentative Map stating:
 "All lots within this subdivision have a minimum of 100 square feet of solar access for each future dwelling/commercial/industrial unit allowed by this subdivision (with the exception of parcel[s] _____)."

When parcels less than one acre are proposed, the statement must be signed by a registered civil engineer or licensed land surveyor. A statement supporting the exception of any lot/parcel from solar access must also be signed by a registered engineer or land surveyor.

- ☐ **Topography.** Adequate topography within the proposed subdivision and 100 feet beyond the subdivision boundaries, together with a note indicating the source of the data used.
- ☐ **District.** Name of all districts which will provide services to the subdivision:
- ☐ **Sewer** (or on septic)
 - ☐ **Water** (or wells)
 - ☐ **Fire**

- ☐ **Schools** (Elementary, Junior, High)
- ☐ **Street Lighting**
- ☐ **Other** (as applicable)
- ☐ **Number of lots** in consecutive order including private streets and common lots.
- ☐ **Dimensions of all property lines** (the subdivision and the lots/parcels).
- ☐ **Acreage** (gross and net) of each lot.
- ☐ **Easements.** The widths and approximate locations of all existing and proposed easements, including rights-of-way, whether public or private, recorded or unrecorded.
- ☐ **Locations, name and existing widths** of all highways, streets or traveled ways within 100 feet of the exterior boundary of the proposed subdivision.
- ☐ **Widths, approximate grades and radii of curves** of all highways, streets or ways within the proposed subdivision. Indicate whether public or private streets.
- ☐ **Improvements.** Contact the Development Review Section of the Department of Public Works about possible improvements. Improvements are what a subdivider proposes to construct and install or a statement indicating the interest of the developer to comply with the requirements specified in the County Standards.
- ☐ **Inundation and water courses.** Lines of inundation of all 100-year floodplains. Locations of all areas subject to inundation or storm water overflow (including storm drains) and the locations, widths and directions of flow of all water courses.
- ☐ **Existing buildings.** Show all existing buildings, traveled ways and streets on subject property and within 100 feet of the exterior boundaries thereof. Show and label building(s) to remain and to be removed. Show distances between buildings (existing and proposed) and property and easement lines.
- ☐ **Adjacent subdivisions.** Name and map number of any adjacent subdivisions and parcel maps. When possible, show the lot pattern of the adjacent subdivisions where it is contiguous with the Tentative Map.

PART V: GROUNDWATER ORDINANCE

YES NO

- ☐ ☐ Is this Tentative Map subject to the County Groundwater Ordinance (Ord. #7994)? A project is subject to the Ordinance when it proposes the use of groundwater.
- ☐ ☐ If the project is subject to the Groundwater Ordinance, do the proposed parcels meet the minimum sizes required by Section 67.722 of that Ordinance; or, the applicant will be notified through a scoping letter of the requirements for a groundwater investigation as required by Section 67.720 or 67.721 of that Ordinance.

PART VI: FLAGGING

- ☐ In order to assist County staff in the field investigation of the tentative map, the applicant is required to flag the property. See DPLU #382 for guidance. Be sure to ask for flagging instructions at map submittal.